CITY OF WICHITA
HISTORIC PRESERVATION REVIEW APPLICATION

Instructions

1. Complete the Historic Preservation Review Application form. Call the Wichita Historic Preservation Office at 268-4421 with questions about the form or your project. Attach whatever supporting materials are necessary.

   Fax, mail, or hand-deliver the form to the Wichita Historic Preservation Office. It is located in the Metropolitan Area Planning Department, 10th floor of City Hall, 455 N. Main Street, Wichita, Kansas.

2. The Preservation Planner will assign a case number and determine if your plan is a "major" or "minor" project.

   a) If the project is a "minor" and meets the requirements of the City's Historic Preservation Ordinance, the Planner may approve the project immediately. You can proceed to the Office of Central Inspection to obtain your permit.

   b) If the project is a "major", it will be reviewed on the next scheduled meeting of the Wichita Historic Preservation Board. The Board meets on the second Monday of every month. Contact the Historic Preservation Office to confirm submission schedule.

      "Major" projects require the following types of supplementary materials. Include whatever will assist the Board in visualizing the outcome of the project:
      - A site plan
      - Architectural drawings
      - Photographs and/or computer-generated graphic representations.
      - Sample of materials to be used

      Note: If sending images electronically, they must be .pdf files, <u>not</u> .jpg files. Images copied/pasted into MS Word documents are also acceptable.

      Although it is not required, it is recommended that you or your representative attend the meeting in order to answer questions about your project. For all "major" projects, you will receive written notification of Board action on your application.

FOR STAFF USE ONLY:

Date: _____ Case Number: HPC _____

Received by: _____

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Return to: Historic Preservation Office
Metropolitan Area Planning Department
City Hall, 10th floor
455 N. Main Street
Wichita, KS 67202
316-268-4421

FAX to: 316-268-4390
Attn: Historic Preservation Office

Check one:

- ☐ **Certificate of Appropriateness**
- ☐ **Environs of** _____
- ☐ **Delano Design Review**
- ☐ **Loan Application**
- ☐ **KHPR/NRHP Nomination**

Address of Property: _____
(zip code)

Owner: _____

Address (if different): _____
(zip code)

Phone: _____ E-mail: _____

Other applicant: _____
(Contractor) (Architect) (Tenant)

Address: _____
(zip code)

Phone: _____ E-mail: _____

Instructions: Use boxes below to describe each modification or improvement.

- Indicate materials and specifications
- Attach current photographs or computer-graphic representations of each side of the structure and detailed images of any area affected by the modification(s).
- Attach drawings of site plans, floor plans, elevations, and details as applicable.

Project 1: Description
Condition of existing materials:
Replacement/New materials:
Method of rehabilitation:
Date of completion:

Project 2: Description
Condition of existing materials:
Replacement/New materials:
Method of rehabilitation:
Date of completion:

Project 3: Description
Condition of existing materials:
Replacement/New materials:
Method of rehabilitation:
Date of completion:

Owner's (or) Applicant's signature Date

FOR STAFF USE ONLY:

Approved by: Preservation Planner Date

Concurrence by: Chair, Historic Preservation Board Date

Director, Metropolitan Area Planning Department Date

Superintendent, Office of Central Inspection Date

Project 1: Major_____ Minor_____ Approved _____ Approved w/ Conditions _____ Specifications attached _____ Denied _____

Project 2: Major_____ Minor_____ Approved _____ Approved w/ Conditions _____ Specifications attached _____ Denied _____

Project 3: Major_____ Minor_____ Approved _____ Approved w/ Conditions _____ Specifications attached _____ Denied _____